

# Sleeping Bear Dunes

National Park Service  
U.S. Department of the Interior

Sleeping Bear Dunes  
National Lakeshore



## 2017 INTERNSHIP OPPORTUNITIES

*Work and learn in beautiful northern Michigan*

### PARK AREA

Sleeping Bear Dunes National Lakeshore was established in 1970 to preserve its many outstanding natural features. The National Park Service protects the forests, beaches, dunes, and ancient glacial phenomena along 72 miles of Lake Michigan shoreline for the benefit and enjoyment of the public, to protect it from developments and uses that

would destroy its aesthetic, scientific and recreational value. The Lakeshore's historic maritime and agricultural landscapes are of a size and quality that are unique on the Great Lakes and rare elsewhere on the U.S. coastline. Located only 25 miles from Traverse City, the Lakeshore is accessible year-round for all to enjoy.

### AVAILABLE INTERNSHIPS

#### Natural Resource Management

**Wildlife** – Interns will primarily assist with monitoring activities associated with protection of the critically endangered piping plover, monitoring beaches for avian botulism, and assisting with public education efforts. Interns will assist with field surveys, data collection, mapping, drafting technical reports, and performing integrated pest management activities.

**Plants** – Interns work on controlling invasive plant species, site restoration, re-vegetation, data collection from established monitoring transects/plots, and assist with vegetation surveys. The intern will also assist with GPS data collection and management for the park's GIS program.

**Water Quality** – Interns collect and analyze water quality, sediment, and biological samples from inland lakes and streams. The intern may also assist in monitoring and protecting targeted aquatic species, fish surveys, aquatic invasive surveys, and other resource management projects.

#### Park Ranger

**Interpretation** – Interns research and present programs to park visitors on the natural and cultural resources of the park and develop educational curricula and exhibits. They will also assist presenting special events; Junior Ranger Day, Glen Haven Days and the Port Oneida Fair.

**Fee Collection / Interpretation** - Interns are stationed on the remote Manitou Islands. They will greet the passenger ferry, provide orientation for backcountry campers and day visitors, register campers, conduct patrols to campsites, and contact private boaters visiting the island. Informal interpretive contacts and occasionally provide lighthouse tours.

#### Facility Management

**Facility Management** interns will assist with field condition assessments of park trails, roads, grounds, buildings and utilities and assist in updating and maintaining the NPS facility management and cost estimating computer software systems

#### Cultural Resource Management

**Historian** – Researches libraries and archives for historical information relating to the Lakeshore and locates other sources of information. Assists with the park's oral history projects and development of national register nominations for park historic sites

**Museum Technician** Assists with storage, organizing, monitoring, and housekeeping in the park's museum collections storage and exhibit facilities, assists with the management of the park archives.

**Historic/Landscape Architect** – Assists with documenting existing conditions of park historic architecture and cultural landscapes, assists in drafting and developing design plans for the rehabilitation and preservation of historic buildings and cultural landscapes.

**Horticulturalist** - Assists in identification of heritage plant species for cultural landscape inventory reports and facility management programs. Assist in developing planting plans for historic sites and participate in the restoration of cultural landscape features within those historic sites.

#### Marketing/Social Media

Intern will work in the Interpretation Division and with park partners to assist in management of all platforms of social media (fb, twitter, Instagram, etc.) Intern will gather, edit, and post content to multitude of sites with the goal of increasing outreach to global, younger, and diverse audiences; connecting them with the cultural and natural resources of the NPS.

### DURATION

Internships usually last for eight to twelve weeks, with the intern working five 8-hour days per week. Other arrangements may be negotiated with the internship supervisor. We are flexible and can work with your schedule to achieve mutually agreeable starting and ending dates.

Some intern positions may be arranged at other times of the year, including Cultural Resource Management internships which are preferred during the school year. Contact the volunteer coordinator if you are interested in an off-season (winter) internship.

<b>REQUIREMENTS</b>	<p><b>All Internships Require:</b> A working knowledge of cultural and/or natural resources management techniques. The work will require some physical exertion such as long periods of standing/walking outdoors over rough terrain and exposure to weather.</p> <p>You should have relevant course work and/or related field experience in your application for the following:</p> <p><b>Natural Resource Management:</b> wildlife, vegetation or water quality management.</p> <p><b>Park Ranger (Interpretation) interns:</b> environmental education principles/ techniques, and the ability to prepare and present interpretive programs to large groups.</p>	<p><b>Fee collection / Interpretation interns:</b> backcountry &amp; wilderness operations, Leave-No-Trace, and the ability to convey information and rules to visitors</p> <p><b>Facility Management interns:</b> engineering, architecture, construction trades, and facility maintenance operations.</p> <p><b>Cultural Resource Management interns:</b> museum library or artifact inventory/handling, CAD, architecture, horticulture.</p> <p><b>Marketing/Social Media interns:</b> professional management of multiple social media platforms, photography, writing, communication with visitors and interacting with partner organizations.</p>
<b>ADDITIONAL REQUIREMENTS</b>	<p>Interns will be required to successfully complete a background investigation, including an FBI fingerprint check, prior to beginning their internship.</p>	<p>Interns may be required to drive a government vehicle and must possess a valid state driver's license as well as pass an online defensive driving course.</p> <p>Interns may be issued volunteer uniforms. If issued uniforms, you will be required to wear your uniform in conformance with established standards.</p>
<b>BENEFITS</b>	<p>Interns will receive a <b>\$20.00 per day</b> stipend, uniform items and park housing may be available but pets are not allowed in housing.</p> <p>Interns receive valuable hands-on experience to add to their career resumes.</p> <p>Academic credit may be arranged with the intern's school. Research topics or independent study projects will be agreed upon by the intern, the college advisor, and the NPS supervisor.</p>	<p>Training - all interns participate in an orientation training class. Topics which will be covered depending your position include: NPS policy, history and organization; interpretive philosophy, theory, and methods; basic history, geology and ecology of the area, first aid and CPR; visitor service and resource management goals.</p>
<b>HOUSING AND TRANSPORTATION</b>	<p>Housing for mainland staff is located in Empire which has a grocery store, banks, restaurants, churches, gas station, medical care, and daycare. More extensive shopping, medical, and recreational opportunities are available within 30 miles. Mainland interns are responsible for their own transportation to work each day. Mainland interns may be assigned to work on the Manitou Islands for periods of time up to 10 days. During this time, they may be assigned to camp or be in park housing. Camping equipment, except for backpacks and sleeping bags, will be provided.</p> <p>Housing for island staff is located on the Manitou Islands which are approximately 7 miles off shore in</p>	<p>Lake Michigan. No other facilities are on the islands. Island staff usually work 10 days on the islands and have four days off. Temporary housing is available on the mainland for island staff on their days off. This housing is remotely located so interns should have their own transportation for shopping and other amenities. The park boat and the concession ferry provide access to and from the islands during the summer months. Island employees may ride the park boat or concession ferry at least once per month at no charge or more frequently on a space available basis.</p> <p><b>Public transportation</b> to and from Traverse City is available via BATA on a regular basis. Please see their website for more specific information; <a href="http://www.bata.net">www.bata.net</a> Click on "Village Connector, Empire route".</p>
<b>HOW TO APPLY</b>	<p>To apply for an internship, please <u><b>mail (hard-copy)</b></u> a <u><b>cover letter</b></u> that details which internship opportunity you are applying for, and how your knowledge skills and abilities relate. Also include a <u><b>résumé</b></u> with contact information for at least <u><b>two references</b></u>, a copy of academic <u><b>transcripts</b></u>, and a <u><b>letter of recommendation</b></u> from a college advisor or employer.</p> <p>Want to apply to multiple opportunities: You need only submit a single application package. In your cover letter, list the positions to which you wish to apply and specifically address how your knowledge skills and abilities relate to each.</p>	<p>Applications received by March 1, 2017 will receive earliest consideration.</p> <p>Mail applications to:</p> <p><b>Sleeping Bear Dunes National Lakeshore ATTN: Intern Program 9922 Front Street Empire, MI 49630</b></p>
<b>FOR ADDITIONAL INFORMATION</b>	<p>Visit the Sleeping Bear Dunes National Lakeshore website at: <a href="http://www.nps.gov/slbe/index.htm">http://www.nps.gov/slbe/index.htm</a></p>	<p>Or contact the Volunteer Coordinator at: <a href="mailto:matthew_mohrman@nps.gov">matthew_mohrman@nps.gov</a>.</p>